

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

STAT FROM:
 STAT D/OTE
 1026 CofC

EXTENSION

NO.

DATE 20 June 1985

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DD/OL

John,

Thanks for your memo on OTE's space needs. It was helpful. Re my "credibility" and our need for 140k, see the attached from Hal on the need for i.e., 130k+.*

As I mentioned to Hank and Fitz, I am perfectly happy to have OL work with us to establish our space needs. I am willing to live with whatever figure you and we come up with. How many of your customers will make that offer?

Hank doesn't think that it is necessary, and I agree because the 140k is pretty solid. But the offer still stands. Meanwhile, we need 140k.

Regards

* Also budget
 Submission of IAT
 Winter
 65% more space &

OTE 85-1000

3 January 1985

MEMORANDUM FOR: Director of Logistics

VIA: Deputy Director for Administration

SUBJECT: OTE Requirements [REDACTED]

STAT

Dan,

1. Following up on our casual conversation of 3 January, I would like to record the fact that OTE's preliminary evaluation of future space requirements indicates rather clearly a need for the [REDACTED] including the first floor. I will be submitting in the near future a memorandum detailing our requirements both in terms of square footage and reconfiguration. Additionally, we are preparing a 1987 budget initiative designed to surface the funds requirement for the conversion of the [REDACTED] to a centralized state-of-the-art CIA training center.

2. Recognizing that at this stage it may not be feasible, I would hope that some consideration is given to planning for OTE occupancy of the first floor in the [REDACTED] when it becomes available. I believe it can be demonstrated that such a move could result in substantial savings to the Agency in the long run.

D/OTE [REDACTED] (4 Jan 85)

Distribution:

Orig - Addressee

1 - DDA

1 - D/OTE

1 - EXO, C/AD

1 - OTE Registry

NEW INITIATIVE - CPB-5
(Thousands of Then-Year Dollars)

Directorate DDA
Category General Support
CEC Training
EC OTE - 8275
New No. N01

Page 1 of 1 for this Initiative

Initiative Name: OTE Facility Upgrade

	<u>FY 1987</u>	<u>FY 1988</u>	<u>FY 1989</u>	<u>FY 1990</u>	<u>FY 1991</u>	<u>FY</u>	<u>FY</u>
Total Dollars							
Positions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		

Training and retraining are critically important functions now and will continue to be so for the foreseeable future as, for example, new automated systems are implemented and then overhauled and the Agency's larger work force faces the changing requirements of their tasking. CIA does not have an adequate training facility in the Headquarters area to meet its current training requirements, much less those of 1987 and beyond. The Agency's ceiling increased [] from FY 1980 to FY 1986. OTE is attempting to train these additional new employees with the same physical space that was available prior to this growth. We lack the classrooms, lecture rooms, teamrooms, audio-visual and ADP equipment to accomplish this expectation. We are frequently using 1960's and 1970's equipment to train officers for the 1980's and 1990's. The contemplated move to [] (which has approximately 65 percent more useable space than the Chamber of Commerce building) upon completion of the new building on the Headquarter compound would alleviate some of these problems. However, considerable renovations are needed at [] to change it from a primarily office space configuration into a facility with the classrooms, teamrooms, and ADP equipment designed to meet our unique training requirements.

This initiative does not include the actual moving costs from Chamber of Commerce building [] FY 1987 funding is for the architectural and engineering work which will need to be done prior to the reconfiguration and move into []. The move is anticipated to take place in FY 1988. Funding in FY 1988 would be used to reconfigure office space into approximately 31 classrooms, 20 team rooms, a library, foreign language labs, CBT labs, a cafeteria for students, and a self-study center. Included in this proposal is all of the ADP equipment, furniture, and audio/visual equipment for the additional classrooms. Equipment and furnishings that are still in usable condition and the new ADP equipment purchased as a result of the FY 1986 Systems Training Initiative will be relocated []. This is a chance for the Agency to dedicate and design a facility that will come much closer to meeting the requirements of our training mission than we have ever had before.

SECRET

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OTE REGISTRY

85-9126

7 June 1985

NOTE TO: Director of Training and Education

FROM:

Acting Director of Logistics

SUBJECT: OTE Space Needs

Stan:

I have reviewed the attached draft and offer the following comments:

a. I think the memo should be addressed to the DDA and sent via D/OL.

b. OTE's space needs, totalling 140,000 square feet, is shocking to me personally and may cause you a credibility problem. You should be aware that as recently as November 1984, our records indicate OTE's space needs for the new Headquarters Building as being about 94,000 square feet.

c. Aside from the poor conditions in Chamber of Commerce (C of C), the lack of good physical security should be mentioned as a reason for not remaining there.

d. What about a Building option?

Please let me know if we can be of any further assistance.

Attachment

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DOCUMENT ARE CONFIDENTIAL


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DRAFT/SMMoskowitz/3Jun85

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Harry - any comments?



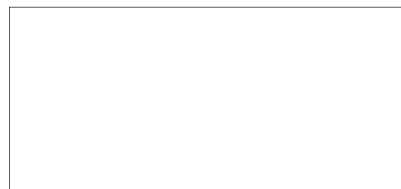
MEMORANDUM FOR: Director of Logistics.
VIA: Deputy Director for Administration
FROM: 
Director of Training and Education
SUBJECT: OTE's Space Needs

1. This is a follow-up to our recent meeting on the Office of Training and Education's (OTE) space needs, and our current problems in the Chamber of Commerce Building.

2. OTE's Space Needs: The bottom line is that OTE will need about 140,000 square feet in the FY 1986-1988 time period. Here is how we get to that number:

Chamber of Commerce	89,000
	10,000
CID/OTE	4,000
Current shortfall	14,000 (See Attachment A)

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New Initiatives in FYs 1986, 1987, and 1988:

Systems Training	3,600
Language Training	3,000
Executive and Management Training	4,000
Personal Security Course	3,600
DS&T Training	3,600
DA Training	2,400

25X1

The new initiatives are based largely on initiatives in the FY 1986 and 1987 budgets, an extrapolation of training trends over the past few years. We can easily anticipate a growth of 30 to 40 percent in the next three fiscal years, beginning this October (for more details, see Attachment A).

3. Options: Per our conversation, these seem to be the options:

a. Chamber of Commerce: I do not believe that remaining in Chamber of Commerce (CofC) is acceptable. CofC:

Security factor!

25X1

--lacks space! We are training between

25X1

people in space better suited for

Among

other things, it is a safety hazard (CofC stairwells do not meet current fire codes.).

--lacks proper training space. For example, we do not have a classroom that will comfortably seat more than 30 people. This is a disgrace for the training operation of the greatest intelligence agency in the world.

--is old, filthy and beset with poor, unresponsive management.

--is outside the main Headquarters/Tysons corridor.

--cannot move students and staff rapidly into the classroom. (the amount of time lost equals some 10 work years per year in excessive time waiting for elevators (i.e., over and above what is normally expected)).

--is located in the middle of a booming area in which the traffic and physical discomfort level is growing by leaps and bounds.

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25X1

b. [] in 1987. [] is acceptable if OTE is

25X1

given sufficient space to meet its needs in 1987. There is no

25X1

point in going [] if we cannot take care of our space

25X1

needs. Getting only two floors [] will give us less space

25X1

than we now have. The [] is desirable as a training facility for OTE for several reasons:

Valid?



1) The total building area meets the requirement for 140,000 square feet.

2) It is already gridded for Agency voice and data communications.

3) The horizontal construction will permit more efficient use of the space since there are fewer load-bearing columns to obstruct students' vision.

4) It is more accessible to our customers because of



location.

25X1

5) The training space requirement is satisfied at one primary location rather than scattered among several locations.


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new const.
↓ spec.



GSA - Delauth.
time

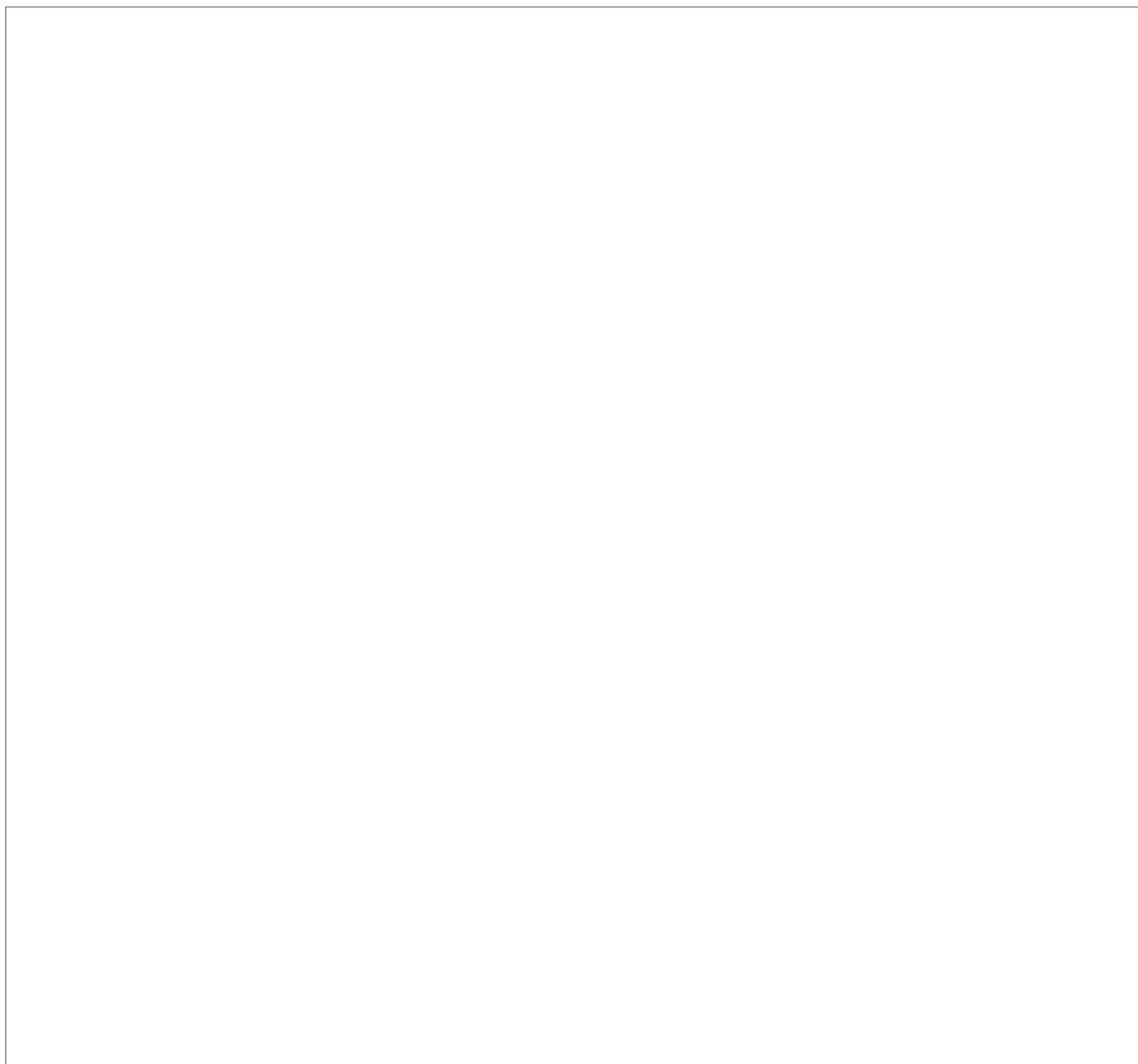
25X1 c. A New Rental Facility in 1986. We have no objection to the suggestion that OTE move to a new rental facility in 1986 as long as it meets our space needs. This would mean writing only a one-year lease on Chamber of Commerce when the lease expires this fall. Whether the costs of outfitting a new rental facility for our needs--security, commo, etc.--is worthwhile, is beyond my purview. I can only say that giving OTE a fresh, first-class building, would do a great deal to underline our dedication to making OTE the best training organization in the Government and to our task in convincing our customers in CIA that it is so.

25X1 d. A New Training Building: This is not really a separate option. Whatever OTE's physical disposition in 1986 or 1987 (whether it is  or a new rental facility), I believe that we must seriously pursue a training building for OTE. Our need is very straightforward: as long as we continue to do training in office buildings, we will never have the kind of training environment that we need to do our best work and which CIA officers have a right to expect from an Agency that considers itself the best. We need a training building that is designed for training.

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4. There are, in my view, a number of circumstances which increase the odds for a new training building:

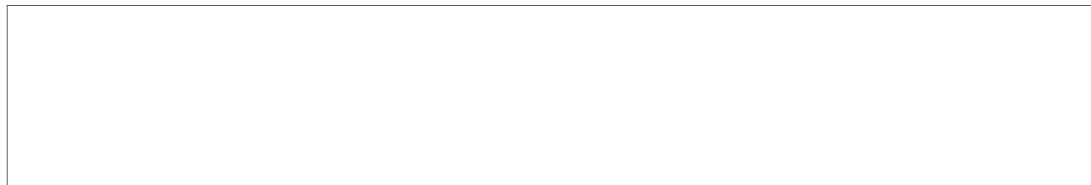
25X1



5. What Next.

a. We need to talk more and soon about OTE's physical disposition in FY 1986. Obviously, this will affect the kind of lease negotiated for Chamber of Commerce Building this fall.

25X1



c. With DDA concurrence, we should work up an A&E initiative for FY 1988.

25X1

Attachment



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